



**Response to Request for Proposal
to Provide Professional Services – Environmental**

Cost Proposal



Presented to the Kansas Department of Administration
Agency: Office of Adjutant General's Office
Item: Professional Services - Environmental
Bid Event Number: EVT0004054
December 8, 2015



Terracon Consultants, Inc. | 1815 S. Eisenhower | Wichita, KS | (316) 631 5012
Mr. Steven M. Linehan, P.E. | steven.linehan@terracon.com

Environmental



Facilities



Geotechnical



Materials

REQUEST FOR PROPOSAL (RFP)

Bid Event Number: EVT0004054

Requisition ID: 0000026315

Document Number: RFX0000694

Replaces Contract: 35590

Date Posted: October 28, 2015

Closing Date: December 03, 2015, 2:00 PM

Procurement Officer: Bonnie Edwards
Telephone: 785-296-3125
E-Mail Address: bonnie.edwards@da.ks.gov
Web Address: <http://admin.ks.gov/offices/procurement-and-contracts/>

Agency: Office of the Adjutant General's Office

Item: Professional Services - Environmental

Period of Contract: January 1, 2016 through December 31, 2018 (With the option to renew for One (1) additional two (2) year period)

Bid Guarantee: No monetary bid guarantee required.

This Bid Event was recently posted to the Procurement and Contracts Internet website.
The document can be downloaded by going to the following website:

<http://admin.ks.gov/offices/procurement-and-contracts/>

It shall be the bidder's responsibility to monitor this website on a regular basis for any changes/amendments.

5. COST SHEETContractor Name: Terracon Consultants, Inc.

Please select the Category or Categories of service your organization can provide. Under each category we ask that you provide the hourly cost for each type of professional that may be assigned to this type of project. (Ex. Category 1, Admin \$ 25.00 per hour, equipment operator \$45.00 hour etc.)

Please type directly in each box of category selected (that your organization will be bidding). You can type as many professionals as you would like in the box and it will expand accordingly. If you need to provide additional services or comments attach additional sheets as needed, but all base information should be provided in this cost sheet.

Category	Description	List Professional Type	Cost per Hour
1	Storm-water management & engineering, design, permitting, erosion control, etc.	Senior Project Engineer Field Engineer Admin	\$145 \$90 \$50
2	Wildlife surveys - to include but not be limited to: macro and micro fauna, micro and macro invertebrates, mammalian, amphibian, reptilian, avian surveys, etc.	Senior Project Manager Senior Staff Scientist Staff Scientist Admin	\$145 \$95 \$80 \$50
3	Endangered Species surveys - to include but not be limited to surveys for endangered species, critical habitat identification, habitat restoration, Section 7 consultation	Subcontractor Services – Site Specific	
4	Floristic Survey - to include but not be limited to identification of flora types, vegetative alliances, dominant cover, species diversity, biomass, etc.	Senior Project Manager Senior Staff Scientist Staff Scientist Admin	\$145 \$95 \$80 \$50
5	General environmental permitting - to include but not be limited to, Clean Air, Clean Water, RCRA, CERCLA, SDWA, TSCA, ESA, etc.	Senior Project Engineer Field Engineer Admin	\$145 \$90 \$50
6	Stream Assessment & Rehabilitation - to include but not limited to stream water quality assessment, habitat assessment, restoration potential and plan, etc.	Senior Project Engineer Senior Staff Scientist Field Engineer Admin	\$145 \$95 \$90 \$50
7	Lake Assessment & Rehabilitation - to include but not limited to: lake water quality, concerns, restoration potential and plan, etc.	Senior Project Engineer Senior Staff Scientist Field Engineer Admin	\$145 \$95 \$90 \$50
8	Wetlands - to include but not limited to: delineation, restoration and	Senior Project Manager Senior Staff Scientist	\$145 \$95

	rehabilitation, impact mitigation, permitting, creation of, etc.	Field Engineer Admin	\$90 \$50
9	GIS - to include but not limited to: collecting data, creating layers to fit needs of environmental staff, data manipulation, and conversion of existing data to SDS compliant status, etc.	Senior CAD Operator	\$80
10	Soil Survey - to include but not limited to: identification of soil types and characteristics, etc.	Senior Staff Scientist Senior Staff Professional Staff Professional Admin	\$95 \$90 \$80 \$50
11	Environmental Site Assessments - to include but not limited to Phase I & II Assessments, preparation of environmental baseline surveys, etc.	Senior Project Professional Senior Project Manager Staff Professional Field Geologist Technician I Technician II Technician III Admin	\$140 \$130 \$80 \$70 \$60 \$65 \$70 \$50
12	Prescribed Burning - to include but not limited to: working on prescribed burns, planning prescribed burns, managing prescribed burns, etc.		
13	Invasive Species Management - to include but not limited to: identifying and treating invasive plant species (cutting, treating, mulching, etc.)		
14	EPCRA 312 Assessments and Reporting- to include Tier II forms and site hazardous material inventories.	Senior Project Engineer Field Engineer Admin	\$145 \$90 \$50
15	Web Design - to include but not limited to: webpage design and upkeep, computer-based training etc.		
16	Hazardous Waste - to include but not limited to: hazardous waste clean-up, lead abatement, permitting, range cleaning, management plans, waste fact sheets, etc.	Senior Project Engineer Field Engineer Staff Professional Field Geologist Technician I Technician II Technician III Admin	\$145 \$90 \$80 \$70 \$60 \$65 \$70 \$50
17	NEPA - to include but not limited to: EA and EIS document preparation and coordination, etc.	Senior Project Manager Senior Staff Scientist Senior Staff Professional Staff Professional	\$140 \$95 \$90 \$80

		Admin	\$50
18	Cultural Resources - to include but not limited to: Native American Consultation, ICRMP Review, Archeological Surveys, Section 106 Consultation, etc.	Senior Project Manager Senior Staff Scientist Senior Staff Professional Staff Professional Admin Subcontractor Services – Site Specific	\$140 \$95 \$90 \$80 \$50
19	Training - to include but not limited to: development, updating current training products to include DVD based training, implementation, etc.		
20	Land Condition Trend Analyses - to include but not limited to: LCTA plot establishment, monitoring, reporting, trend analyses, etc.		
21	Integrated Natural Resources Management Plan - to include but not limited to: review and revision of existing INRMP, formatting to meet NGB standards, production of updated graphics, etc.		
22	Well Closures - closing and capping of abandoned homestead wells in accordance with KDHE standards.	Senior Staff Professional Senior Project Manager Staff Professional Field Geologist Technician I Technician II Technician III Admin	\$140 \$130 \$80 \$70 \$60 \$65 \$70 \$50
23	Spill Response- to include emergency spill response at state-wide locations.		
24	Storage Tank Management-AST and UST purchase with installation, removal of obsolete tanks, cleaning, and integrity testing based on 40 CFR 112.	Subcontractor Services – Site Specific	
25	Sustainment Strategies- Engineering and design for water and energy use reduction with assessments and reports of feasibility	Senior Project Engineer Field Engineer Admin	\$145 \$90 \$50
26	Pollution Prevention and Recycling Strategies for Waste Reduction- assessments of current procedures with reporting and calculations of new strategies effect on the types of wastes and amount of wastes diverted from landfills.	Senior Project Engineer Field Engineer Admin	\$145 \$90 \$50

27	Mitigation Planning and Technical Assistance	Senior Staff Scientist	\$95
		Senior Staff Professional	\$90
		Admin	\$50

Price Adjustments:

January 1, 2016 through December 31, 2018: Listed above in Cost Sheet

Renewal for Additional 2 Year Period: Increase January 1, 2016 through December 31, 2018 rates by 3%*

Single projects over \$100,000 may be eligible for negotiated reductions in the above cost sheet based on duration and efficiencies allowed by the scope.

*For miscellaneous charges, increase or decrease applies only to the markup.

Event Details Form

STATE OF KANSAS

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0004054	Sell	RFx	1
Event Round	Version		
1	6		
Event Name	Professional Services - Environmental		
Start Time	Finish Time		
10/28/2015 12:29:00 CDT	12/08/2015 14:00:00 CST		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: Department of Administration
Procurement and Contracts
900 SW Jackson
Suite 451-South
Topeka KS 66612-1286
United States

Contact: Bonnie L Edwards
Phone: 7852963125
Email: bonnie.edwards@da.ks.gov

Event Description

Office of the Adjutant General
Topeka, KS

General Comments

- ATTC - See the attachment for additional information.

- *****

Questions/Amendment - No pre-proposal conference is scheduled for this Bid Event. Questions requesting clarification of the Bid Event must be submitted via email (in MS Word format) to the Procurement Officer (Event Contact) indicated above prior to the close of business on November 12, 2015. Each question or clarification should reference the appropriate Bid Event section.

Failure to notify the Procurement Officer (Event Contact) of any conflicts or ambiguities in the Bid Event may result in items being resolved in the best interest of the State. Any modification to this Bid Event as a result of written responses to questions received, shall be made in writing by amendment and dispatched to all bidders invited to this event. Only written communications are binding.

Answers to questions will be available in the form of an amendment on the Procurement and Contracts' website, www.admin.ks.gov/offices/procurement-and-contracts.

It shall be the responsibility of all participating bidders to acquire any and all amendments and additional information as it is made available from the web site cited above. Vendors/Bidders not initially invited to participate in this Bid Event must notify the Procurement Officer (Event Contact) of their intent to bid at least 24 hours prior to the event's closing date/time. Bidders are required to check the website periodically for any additional information or instructions.

- *****

Emailed or Fax Bids Submission will NOT be accepted for this Bid Event.

- *****

0005 - Request for Proposal pursuant to K.S.A. 75-37,102

- *****

MANDATORY REQUIREMENT: If you are interested in bidding on this transaction you **MUST BE OFFICIALLY INVITED** to the event. Contact the person named above at least 24 HOURS BEFORE the official finish date and time to request the official invitation.

Due to State of Kansas SMART Strategic Sourcing System requirements, any bidder with an interest in bidding on any State of Kansas SOURCING EVENT must officially request an invitation from the Procurement Officer (Event Contact) at least 24 hours before the Bid Event official finish date and time. If you fail to request such in a timely fashion, your bid may be rejected in its entirety.

EXCEPTION: If you have received a Bid Event Document with your company's name in the upper right hand corner of the document, your company has already been invited to the bid event.

If you are not a registered bidder/vendor with the state of Kansas you must register as a bidder AND request official invitation at least 24 hours before the Bid Event official finish date and time. To register as a bidder visit our website: www.admin.ks.gov/offices/procurement-and-contracts

- *****

BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

INSTRUCTIONS: To obtain a Current Tax Clearance Certificate, you must:

STATE OF KANSAS

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0004054	Sell	RFx	2
Event Round	Version		
1	6		
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10/28/2015 12:29:00 CDT	12/08/2015 14:00:00 CST		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: Department of Administration
Procurement and Contracts
900 SW Jackson
Suite 451-South
Topeka KS 66612-1286
United States

Contact: Bonnie L Edwards
Phone: 7852963125
Email: bonnie.edwards@da.ks.gov

- Go to <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KDOR will issue the certificate
- If issued an official certificate, print it and attach it to your bid response
- If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response.

REMINDER: You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

Information about Tax Registration can be found at the following website:
<http://www.ksrevenue.org/busregistration.html>

Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.

During the 2012 Session, the Kansas Legislature enacted a Bidder Preference Program which created three (3) bid preferences. To see if you qualify for any of the preferences, please go to the following website for more information:
www.admin.ks.gov/offices/procurement-and-contracts/bidder-preference-program.

To claim this preference, the bid response must include the Preference Request Form and you must respond to the applicable Bidder Preference category in the question under the General Questions section on the following page(s).

During the 2014 Session, the Kansas Legislature enacted the Disabled Veteran Owned Business bidder preference program. For more information or to see if you qualify, please go to the following website:
<http://admin.ks.gov/docs/default-source/ofpm/procurement-contracts/disabled-veteran-preference-program.doc>

To claim this preference, the bid response must include a copy of the letter from Procurement and Contracts certifying your company as a Disabled Veteran Owned Business and you must respond to the applicable Disabled Veteran Owned Business category in the question under the General Questions section on the following page(s).

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Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0004054	Sell	RFx	3
Event Round	Version		
1	6		
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Professional Services - Environmental			
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10/28/2015 12:29:00 CDT	12/08/2015 14:00:00 CST		

Event Currency: US Dollar
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Contact: Bonnie L Edwards
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Email: bonnie.edwards@da.ks.gov

Line Details

				No Bid:	<input type="checkbox"/>
Line: 1	Item ID:	Line Qty: 1.00	UOM: Each	Bid Qty:	<input type="text"/>
Required: No	Reserve Price: No				
Description: Professional Services - Environmental				Min/Max Qty: No min / No max	
Question	UOM	Best	Worst	Response	
What is your bid price?				<input type="text"/>	
Required: No Mandatory Response: No					

Response Comments

*****Terracon Consultants, Inc. accepts the Procurement Card (P-Card) as a form of payment.*****

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Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
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Event Round	Version		
1	6		
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United States
Contact: Bonnie L Edwards
Phone: 7852963125
Email: bonnie.edwards@da.ks.gov

Bidder Information

Firm Name: Terracon Consultants, Inc.		
Name: Steven M. Linehan, P.E.	Signature: 	Date: 12-1-15
Phone #: (316) 361-5012	Fax #: (316) 262-6997	
Street Address: 1815 S. Eisenhower		
City & State: Wichita, KS	Zip Code: 67209	
Email: steven.linehan@terracon.com		

STATE OF KANSAS

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
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Appendix A - Line Specifications

Line: 1 Item ID: Line Qty: 1 UOM: Each
Description: Professional Services - Environmental

Item Specifications

Manufacturer:		
Mfg Item ID:		
Item Length:	0	Item Height: 0
Item Width:	0	Dimension UOM:
Item Volume:	0	Volume UOM:
Item Weight:	0	Weight UOM:
Item Size:		Item Color:

Shipping Information

Schedule:	1	Ship To:	State Defense Building
Quantity:	1		State Defense Building
Due Date:	12/15/2015		2800 SW Topeka Blvd.
Freight Terms:			Topeka Armory Attn: State Comptroller's Office
Ship Via:	Common Carrier		Topeka KS 66611-1287
			United States

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Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0004054	Sell	RFx	6
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Appendix B - Terms & Conditions

1. It is the bidder's responsibility to submit questions, acknowledge addenda and attend pre-bid conferences as indicated in this event or attachment(s). When communicating always refer to the Bid Event ID.
2. Conflict of Interest: With the submission of a response for this bidding event, you certify that you do not have any substantial conflict of interest sufficient to influence the bidding process of this event. A conflict of substantial interest is one which a reasonable person would think would compromise the opening bidding process.
3. BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s). INSTRUCTIONS: To obtain a Current Tax Clearance Certificate, you must: 1) Go to: <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate; 2) Return to the website the following working day to see if KDOR will issue the certificate; 3) If issued an official certificate, print it and attach it to your bid response; and 4) If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued. Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response. REMINDER: You will need to sign back into the KDOR website to view and print the official tax clearance certificate. Information about Tax Registration can be found at the following website: <http://www.ksrevenue.org/busregistration.html>. Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award. In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.
4. Immigration and Reform Control Act of 1986 (IRCA): All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) form. With the submission of this bid, the contractor hereby certifies without exception that such contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination for cause and any applicable damages. Unless provided otherwise herein, all contractors are expected to be able to produce for the State any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification, or like item under the contract. Bidders must submit a Certification Regarding Immigration Reform & Control form with every event response. The form can be found at the following website: <http://www.admin.ks.gov/docs/default-source/ofpm/procurement-contracts/irca.doc> (Click "Cancel" if asked to enter User name and Password).
5. Competition: The purpose of this Request is to seek competition. The bidder shall advise Procurement and Contracts if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by Procurement and Contracts no later than five (5) business days prior to the event closing date. The Director of Purchases reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Request.
6. Acceptance or Rejection: The State reserves the right to accept or reject any or all bid responses or part of a response; to waive any informalities or technicalities; clarify any ambiguities in responses; modify any criteria in this Event; and unless otherwise specified, to accept any item in a response.
7. Disclosure of Bid Event Content and Proprietary Information: All bid responses become the property of the State of Kansas. The Kansas Open Records Act (K.S.A. 45-215 et seq) requires public information be placed in

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Event Details (cont.)

PeopleSoft Strategic Sourcing

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1	6		
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10/28/2015 12:29:00 CDT	12/08/2015 14:00:00 CST		

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Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: Department of Administration
Procurement and Contracts
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United States

Contact: Bonnie L Edwards
Phone: 7852963125
Email: bonnie.edwards@da.ks.gov

the public domain at the conclusion of the selection process, and be available for examination by all interested parties. More information on this subject can be found at the following website:
<http://admin.ks.gov/offices/chief-counsel/kansas-open-records-act>.

8. Debarment of State Contractors. Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Agreement may be barred for a period up to three (3) years, pursuant to K.S.A. 75-37,103, or have its work evaluated for pre-qualification purposes. Contractor shall disclose any conviction or judgment for a criminal or civil offense of any employee, individual or entity which controls a company or organization or will perform work under this Agreement that indicates a lack of business integrity or business honesty. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense the State determines to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls twenty-five (25) percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the Proposal or termination of the Agreement, as determined by the State.
9. Accounts Receivable Set-Off Program: If during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the Contractor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq, Contractor shall have the opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted. K.S.A. 75-6201 et seq. allows the Director of Accounts and Reports to set off funds the State of Kansas owes Contractors against debts owed by the contractor to the State of Kansas. Payments set off in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.

Last Updated: 01/15/2014

Responsive.

Resourceful

Reliable



Terracon

www.terracon.com